



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

Canc: Nov 2001
OPNAVNOTE 1700
Ser N09BW/502045
13 December 2000

OPNAV NOTICE 1700

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field
addressees not having Navy personnel attached)

Subj: VICE CHIEF OF NAVAL OPERATIONS (NAVAL SHORE ACTIVITIES)
2000 SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Naval Shore Activities Primary Nominating Commands
(2) Naval District Washington Nominating Commands
(3) Sample Nomination Format

1. Purpose. To implement the Vice Chief of Naval Operations (VCNO) Naval Shore Activities (NSA) Sailor of the Year (SOY) program and to provide eligibility criteria and organizational responsibilities.

2. Background. Reference (a) provides details of the Chief of Naval Operations (CNO) SOY program. The CNO Shore SOY board convenes in May 2001. The VCNO selects one candidate to represent NSA in the CNO Shore competition.

3. Eligibility. The period of eligibility for VCNO NSA SOY is 1 January to 31 December 2000. Enclosure (1) lists VCNO's primary nominating commands for NSA SOY. Enclosure (2) list Naval District Washington (NDW) primary nominating commands. Commands not listed in enclosures (1) or (2) must follow procedures as outlined in paragraph 5b.

a. The following individuals in paygrades E-4, E-5 and E-6 are eligible to compete for NSA SOY:

(1) Active duty Navy.

(2) Navy personnel serving as Training and Administration of Reserve (TAR).

(3) Naval Reserve personnel serving on Active Duty for Special Work (ADSW). ADSW personnel should be considered along with other personnel from his/her permanent duty station instead of the unit to which assigned for Temporary Additional Duty (TAD).

(4) Navy personnel working outside the traditional Navy chain of command (i.e. joint commands, Federal agencies, etc.).

b. The following persons are not eligible to compete for NSA SOY.

(1) Those in paygrade E-6 selected for E-7.

(2) Canvasser recruiters or support personnel eligible for Enlisted Recruiter of the Year or Enlisted Reserve Recruiter of the Year.

(3) Those attached to commands under Fleet Commanders in Chief, Commander Naval Reserve Force (inactive duty Naval Reservists in an active drill status), and Chief of Naval Education and Training which conduct separate selection processes.

4. Responsibility.

a. Director, Navy Staff shall establish a board to interview and select the NSA SOY from nominees of primary nominating commands listed in enclosure (1).

b. NDW shall establish a board to interview and select the NDW SOY from nominating commands listed in enclosure (2), and all other nominating commands not listed in enclosures (1) or (2), but meet the criteria established in paragraph 3.a.(3) and (4) of this instruction.

5. Action.

a. Commands listed in enclosure (1) must submit their nomination packages to Director, Navy Staff, N09BW, Room 4C549, 2000 Navy Pentagon, Washington, DC 20350-2000, ATTN: Command Master Chief, DSN: 225-7783 or 7787, Commercial: (703) 695-7783 or 7787. Nomination packages must arrive not later than 1600, 10 March 2001. Packages must be sent via Federal Express, courier or regular mail. Fax copies will not be accepted. The 2000 NSA SOY board will convene 13 March 2001. The board will review all packages and select five finalists from initial entries by 16 March 2001. Initial notification of finalists will be made through Commanding Officer or Command Master Chief. Finalist will receive Temporary Additional Duty orders to Director, Navy Staff (N09B) 1-6 April for personal interviews leading to selection of the 2000 NSA SOY. Information for Temporary Additional Duty assignment will be issued by separate correspondence.

b. Commands listed in enclosure (2) must submit their nomination package to: Commandant, Naval District Washington, Washington Navy Yard, Suite 200, 1014 N Street SE, Washington DC 20374-5001, ATTN: Command Master Chief, DSN: 228-6047 or 2617, Commercial: (202) 433-6047 or 2617, FAX: (202) 433-2639. Nomination packages must arrive not later than 1600, 16 February 2001. Up to six finalists will be

selected and receive Temporary Additional Duty orders to Commandant, Naval District Washington 4-8 March for personal interviews leading to selection of the 2000 NDW SOY. Information for Temporary Additional Duty assignment will be issued by separate correspondence.

c. Commands not listed in enclosures (1) and (2) must submit their NSA SOY nomination package to Commandant, Naval District Washington. Follow procedures contained in paragraph 5b.

d. Joint commands should submit their nomination through their Navy component command.

e. All official travel costs and per diem associated with all levels of the NSA SOY competition will be funded by the primary nominating command.

6. Nomination Format. Enclosure (3) provides a sample of the correct nomination format. Nomination packages at all levels shall include a Personal Award Recommendation (OPNAV 1650/3) for a Navy Commendation Medal. Each nominating command must forward an original package and six copies of the entire package as well as a 3.5" disk in Microsoft Word 6.0 format that contains the complete package, including endorsements and e-mail address of the Commanding Officer and CMC. The approved OPNAV 1650/3, and applicable medal and corresponding Navy Commendation award should be on disk as the Navy Marine Corps Commendation Medal. Per reference (a), persons selected to advance to the next level of competition will not be awarded any medal pending outcome of competition. Nominees not selected to advance as finalists will receive a Navy and Marine Corps Commendation Medal drafted and issued by their primary nominating command. Do not submit nomination packages in folders, binders, document protectors or any other special covers. Do not use highlighting, double-spacing, bold, or special print fonts.

7. Report and Form.

a. The reporting requirement contained in paragraph 6 is exempt from reports control by SECNAVINST 5214.2B.

b. OPNAV 1650/3 (1-94), Personal Award Recommendation, S/N 0107-LF-017-5800, may be obtained through normal supply channels under NAVSUP Pub-600 (NLL).

G. L. TALBOT, JR.
Rear Admiral, U.S. Navy
Director, Navy Staff

Distribution:
SNDL Parts 1 and 2

NAVAL SHORE ACTIVITIES PRIMARY NOMINATING COMMANDS

1. Commander, Naval Reserve Force
2. Commander, Military Sealift Command
3. Commander, Naval Air Systems Command
4. Commandant, Naval District Washington
5. Commander, Naval Facilities Engineering Command
6. Chief, Bureau of Medicine and Surgery
7. Chief of Naval Personnel
8. Commander, Navy Recruiting Command (less personnel eligible for SOY Program)
9. Commander, Naval Sea Systems Command
10. Commander, Naval Security Group Command
11. Commander, Space and Naval Warfare Systems Command
12. Commander, Naval Supply Systems Command
13. Commander, Naval Special Warfare Command
14. Director, Office of Naval Intelligence
15. Commander, U.S. Naval Forces Central Command
16. U.S. Joint Forces, Pacific Command
17. U.S. Joint Forces, Atlantic Command
18. Commander, Operational Test and Evaluation Force
19. Director, Strategic Systems Programs
20. Commander, Naval Computer and Telecommunications Command
21. Commander, Naval Safety Center
22. Chief of Naval Operations

NAVAL DISTRICT WASHINGTON NOMINATING COMMANDS

1. Commander, National Naval Medical Center
2. Commander, Atlantic Intelligence Command
3. Commander, Naval Research Laboratory
4. Commanding Officer, USS Constitution
5. Presidential Contingency Programs
6. Director, Defense Information Systems Agency
7. Commander, National Naval Dental Center
8. Superintendent, United States Naval Academy
9. Commander, Naval Meteorology and Oceanography Command
10. Superintendent, Naval Postgraduate School
11. Commander, Naval Space Command
12. President, Naval War College
13. Commander, Naval Doctrine Command
14. Commanding Officer, Navy Center for Tactical Systems Interoperability
15. Director, Naval Historical Center
16. Director, Naval Industrial Resources Support Activity
17. Commander, Naval Legal Service Command
18. Superintendent, U.S. Naval Observatory
19. Commanding Officer, Naval Strike and Air Warfare Center
20. President, Board of Inspection and Survey
21. Director, Field Support Activity
22. Chairman, Joint Chiefs of Staff

Enclosure (2)

OPNAVNOTE 1700
13 December 2000

SAMPLE NOMINATION FORMAT

1700
Orig Code

From:

To: Commandant, Naval District Washington, Washington Navy Yard,
Suite 200, 1014 N Street SE, Washington, DC 20374-5001, ATTN:
Command Master Chief (N09BW) Room 4C549, 2000 Navy Pentagon,
Washington, DC 20350-2000, ATTN: Command Master Chief

Via:

Subj: VICE CHIEF OF NAVAL OPERATIONS (NAVAL SHORE ACTIVITIES)
2000 SAILOR OF THE YEAR (SOY) PROGRAM

Ref: (a) OPNAVNOTE 1700 Ser N09BW/6U501943

Encl: (1) Information to support nomination (Include copies of
last three performance evaluations, page 4's covering last
3 years; letters of appreciation or commendation received
during nominative period).
(2) Biography (narrative format, starting with date and place
of birth, civilian schooling, military service, current
assignment, personal awards and medals, immediate family
members, etc.) Limit one type written page single spaced.
(3) Personal Award Recommendation (OPNAV 1650/3) for Navy
Commendation Medal
(4) Two 5x7 color glossy photographs (one - front and side
view), plain background, Service Dress Blue uniform,
uncovered

1. Per reference (a) _____ is nominated for
2000 Naval Shore Activities Sailor of the Year.

2. Full name, address, and complete telephone number (work and home)
of nominating command and service member.

a. Name (L/F/MI):

b. Rate: SSN:

c. Present Duty Station:

d. Address: (W) (H)

e. Telephone: (W) (H)

f. Facsimile: (W) (H)

3. The following additional information is provided:

a. Date of Birth (YYMMDD): Enclosure (3)

Subj: VICE CHIEF OF NAVAL OPERATIONS (NAVAL SHORE ACTIVITIES)
2000 SAILOR OF THE YEAR (SOY) PROGRAM

- b. Active Duty Service Date (ADSD):
 - c. Advancement history (give dates):
 - (1) E-4:
 - (2) E-5:
 - (3) E-6:
 - d. Currently selected for advancement (if yes, date to be advanced).
 - e. Family members (list names, age and dates of birth).
 - f. If selected as Sailor of the Month/Quarter/Year, give date(s) and command(s).
 - g. Brief synopsis of significant professional achievements justifying selection.
 - h. Personal awards.
 - i. Nominee's off-duty community involvement.
 - j. List educational background:
 - (1) Years of formal civilian schooling completed; include degree if attained.
 - (2) Navy "A, B or C" schools completed.
 - (3) Other self-study educational achievements attained while on active duty (include correspondence courses, extension courses, United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, and PACE I and/or II. Exclude training courses required for advancement).
4. Commanding Officer remarks.

(Signature)
(No by direction)